

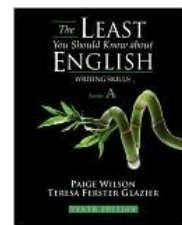


is announcing three professional development courses to be held in Long Beach

SIMPLY GRAMMAR

6-7 APRIL 2015

Overview: Have you experienced the embarrassment of having your grammar corrected, and would you like to project confidence and present a more polished, professional image? Some of the most fundamental grammatical problems can baffle even the most intelligent people. Here's an intensive two-day course focusing on grammar, punctuation, and wordiness. Lose your anxiety over writing and grammar! And best of all, you'll take home a valuable, college-text desk reference. Is it **who** or **whom** or **between you and I** or **between you and me**? Find out in class.



Who Should Attend? Those who want to "brush up" on English grammar to become better writers and speakers.

Objectives: By the end of the course, you will be able to:

- ✚ Identify and avoid common mistakes in grammar and usage
- ✚ Increase the impact, clarity and overall effectiveness of your oral communications and written products by following the basic guidelines of grammar and word usage
- ✚ Apply the principles to edit and proofread the work of others

- Topics:**
- ✚ Avoid common mistakes in grammar
 - ✚ Use punctuation correctly
 - ✚ Avoid duplication in your writing
 - ✚ Correct others' grammar



Location: Federal Building, 501 W. Ocean Blvd., Room 3470, Long Beach, CA

Tuition: \$299 for 3 or more registered - \$319 for individuals.



Course Details: Joan Wisnosky, www.jaelimited.com, joanw@jaelimited.com, 301-948-7636

Agenda: 6 April 2015

7 April 2015



Schedule
GS-02F-0097N

8:30 The Least You Should Know about English
8:40 Pre-test
9:00 Words Often Confused in English
9:30 Contractions
9:45 BREAK
10:00 Possessives
10:30 Subject and Verb Agreement
11:30 LUNCH
12:30 Prepositional Phrases
1:00 Correcting Run-Together Sentences
1:30 Correcting Fragments (Independent & Dependent Clauses)
2:00 BREAK
2:15 Using Standard and Irregular Verbs
3:30 ADJOURN

8:30 Avoiding Dialect Expressions
8:45 Making Subject, Verbs and Pronouns Agree
9:45 BREAK
10:00 Choosing the Right Pronoun
10:30 Correcting Misplaced and Dangling Modifiers
11:00 Using Parallel Construction
11:30 LUNCH
12:30 Correcting Shift in Time and Person
1:00 Correcting Wordiness
2:15 BREAK
2:30 Progress Test and Review
2:45 Understanding Punctuation
3:30 ADJOURN



WRITE 2 THE POINT!

8-9 APRIL 2015

Overview: More energy is wasted on worthless writing - in both creating and reviewing it - than just about any other business activity. Fortunately, good writing can be easy with this course which lays the foundation for writing more precise and direct correspondence, documents, reports, etc. The theme of this two-day course is how to make your written communications straight-forward, credible and easily understood.



Stressing conciseness, clarity and good organization in correspondence, this course is lively, informative and practices what it preaches. The manual is a useful guide of key points and rules that makes correct structure easy and painless.

Who Should Attend? Those who want to become more articulate, effective and powerful communicators or those responsible for reviewing/editing other's work.

Objective: By the end of the course, you will be able to write more effectively with less effort by applying the principles in the step-by-step process for effective writing. You'll become a better writer and editor.

- Topics:**
- ✚ Use Standard English in written and oral communications
 - ✚ Use the correct form of verbs and "tricky" pronouns
 - ✚ Overcome "poor writing" tendencies
 - ✚ Determine your goal in writing
 - ✚ Organize your thoughts and overcome writer's block
 - ✚ Revise your material and develop on-target paragraphs
 - ✚ Write "easy-to-understand," organized documents with preferred words
 - ✚ Critique and edit the work of others
 - ✚ Become an independent writer



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Agenda: 8 April 2015

9 April 2015



Schedule
GS-02F-0097N

8:30 Traits of good vs. poor writing
8:45 Exercise - Diagnostic Writing Assignment
9:00 CH 1 - **Your Purpose Statement**
10:00 BREAK
10:15 CH 1 - Exercise – Critique Purpose Statements
11:00 CH 2 - **Researching and Outlining**
11:45 LUNCH
12:45 CH 2 - Exercise - Mind Mapping and Outlining
1:15 CH 3 - **Overcoming Writer's Block**
2:00 BREAK
2:15 CH 3 - Exercise - Writing Your First Draft
3:30 ADJOURN

8:30 Review
8:40 CH 4 - **Revising and Refining the First Draft**
9:15 CH 4 - Exercise - Revise Your First Draft
10:15 BREAK
10:30 CH 5 - **Paragraphs**
11:15 CH 5 - Exercise - Paragraph Development
11:30 LUNCH
12:30 CH 6 - **Sentence Variation and Structure**
1:30 CH 6 - Exercise – Eliminating Wordiness
2:00 BREAK
2:15 CH 7 - **Word Choice and Final Editing**
2:45 CH 7 - Exercise – Writing Clearly and Improving Readability
3:30 ADJOURN



EXPERT PRESENTATION SKILLS

10 APRIL 2015

Overview: If your job requires you to make presentations or if you want to gain important visibility, this is a one-day course you can't miss. Since most of us have difficulty putting our thoughts into words, this course will give you the simple methodology to improve your speaking style and presentation delivery. Since superior presentation skills are crucial to personal/professional growth, you'll learn how to prepare material easily and communicate more effectively just as the experts do.



Since the expression: "Practice makes Perfect" doesn't hold true in public speaking - it's important to know the basics of what works and what doesn't work. The expression is actually: "Practice makes Permanent." And who can afford to solidify bad speaking habits?

The training manual is timely, relevant and designed to help you get long-term results. It includes valuable tips and checklists with the very latest information to equip you with the tools necessary to present highly professional, effective briefings.

Who Should Attend? Those interested in learning about public speaking as well as those more seasoned speakers who want to stay abreast of the latest information in the highly visible field of public speaking.



Objective: By the end of the course, you'll understand the dynamics of expert public speaking.

- Topics:**
- ✚ Uncover the myths in public speaking
 - ✚ Review the tips to overcome nervousness
 - ✚ Understand the components of an audience analysis
 - ✚ Understand what it takes to present like a pro
 - ✚ Review proven techniques that work
 - ✚ Understand style and how to use it

Location: Federal Building, 501 W. Ocean Blvd., Room 3470, Long Beach, CA

Tuition: \$179 for 3 or more registered - \$199 for individuals.



Course Details: Joan Wisnosky, www.jaelimited.com, joanw@jaelimited.com, 301-948-7636

Agenda: 10 April 2015

- 8:30 Course Introduction - The Myths of Public Speaking
- 8:45 Getting Started - Presentations Give You Visibility
- 9:00 Overcoming Nervousness
- 9:30 Exercise - What's the Worst that Could Happen?
- 9:45 BREAK
- 10:00 The Pros and Cons of Five Types of Presentations
- 10:30 What is Style, and Where Can I Get It?
- 11:00 Vocal Variations
- 11:30 LUNCH
- 12:30 Understanding Nonverbal Communications
- 1:00 Tips to Improve Your Presentation
- 1:45 Those Incredible Props – What Works and What Doesn't
- 2:00 BREAK
- 2:15 Sharpen Your Appearance
- 2:30 Handling Questions and Answers like a Pro
- 3:15 Personal Coaching Plan of Action
- 3:30 ADJOURN



Schedule
GS-02F-0097N

